

NC Department of Transportation

On-The-Job Instructor/Trainer Competency Report

Candidate: _____ Skill Block Number: _____
 Equipment/Course: _____

Skill Block Prerequisite

Skill Demonstration

Satisfactory

☐

Unsatisfactory

☐

Rating Scale: 1 = Unsatisfactory 2 = Below Good 3 = Good 4 = Very Good 5 = Outstanding

On-The-Job Training Skills

Competency

Skill/Behavior

(✓)

Comments

Technical Competence:

Demonstrates competence in use
of On-The-Job training techniques

* Preparation of Learner

Put learner at ease _____
 Explain why he/she is being taught _____
 Encourage questions _____
 Explain the "why" of the job _____
 Familiarize learner with equipment _____

Rating _____

* Presentation of Operation

Explain quantity/quality required _____
 Go through job at normal pace _____
 Go through job at slow pace _____
 Have learner explain the steps _____
 Have learner explain key points _____

Rating _____

* Performance Tryout

Have learner go through job slowly _____
 Trainer runs job at normal pace _____
 Learner runs job at normal pace _____

Rating _____

* Follow-Up

Designate who to go to for help _____
 Compliment good work _____

Rating _____

Overall Rating: _____

Presentation Summary

Presenter's Strengths:

Target Areas For Improvement:

Certification Statement

The candidate has completed a satisfactory skills demonstration and training session. The candidate is considered to be certified as an On-The-Job Instructor/Trainer for the stated skill block and the piece of equipment or training course identified on the front of this sheet.

SBP Coordinator: _____

Date: _____